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MEET-5
Staff meeting

MINUTES

OTR STAFF MEETING

Tuesday
14 Sep 54

Document No. 020

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

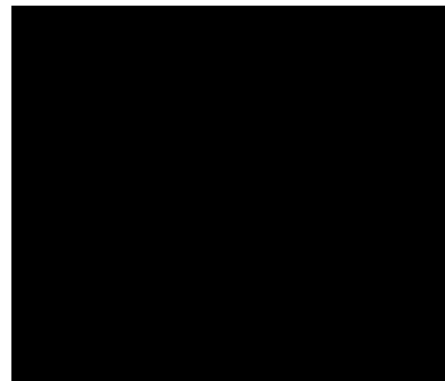
DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1733

Date: 7 Feb 78 By: 622

Attendance:

Mr. Baird, DTR



1. General Comments by DTR:

The Director of Training summarized the minutes of the DD/A's meeting pointing out General Cabell's concern for security. The Director of Training related an incident in which a Washington newspaperman, friendly to three separate DD/P personnel, was able, in general conversation, at different social occasions, to piece together with great accuracy the nature and extent of sensitive operations currently being conducted in widely separated parts of the world. He pointed out that General Cabell's concern for this kind of personal security was great and that he was determined to find ways and means of tightening up on unauthorized disclosures of this kind.

2. Summary of General Cabell's Address before the Agency Reserve Group:

Mr. [REDACTED] related that General Cabell had made a point of his concern of security before the Agency reservists at its meeting on 13 September and explained that General Cabell emphasized the need for training in the Agency, and that all personnel of the Agency who needed training to do his job better should take the initiative in requesting that their supervisors process them into regular Agency training programs related to their specific job.

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A summary was also given of the remainder of General Cabell's address which dealt with efforts now being made by the Assistant Director for Personnel to clarify the status of reservists within the Agency and also to restore the inequity which the OS personnel suffer as a consequence of forfeiting their reserve status whenever they take overseas assignments in areas which do not afford them opportunities to maintain their reserve status on a current basis.

3. Lesson Plans:

The question of lesson plans was discussed and the Director of Training requested compliance with previous directives that lesson plans be completed and forwarded to provide a reservoir of materials in support of the overseas training effort of the Agency, for the vital documents program of the Agency, and for the effective management of the Office of Training. A draft of a proposed regulation on this subject was considered as the basis for regularizing the system of filing and revising lesson plans. The draft regulation will be revised to clarify more precisely what the various elements of the lesson plan consist of and resolve the question of guest lectures.

4. Incentive Awards Committee:

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██████████ presented a brief summary of the proceedings of the 13 September meeting of the Incentive Awards Committee which he attended as the Office of Training representative vice Mr. ██████████. As a result of this presentation, the Director of Training requested that arrangements be made to invite the Chairman of the Incentive Awards Committee to attend the next Office of Training staff meeting for the purpose of clarifying how the Office of Training can assist the Committee and how it can achieve greater participation among Office of Training personnel in the Incentive Awards Program. The Chief, Plans & Research Staff will make the necessary arrangements with ██████████.

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5. Student Notebooks:

Mr. Baird pointed out that the administrative and clerical handling of student notebooks by the Office of Training is not meeting the objective for which these measures were originally undertaken. He pointed out that many student notebooks were still retained by the individual in spite of Office of Training efforts to collect them, that such notebooks turned up among materials for which permission was being sought to transmit overseas, and that the practice of allowing students to withdraw notes from the Office of Training probably resulted in making duplicate copies of the notebook. He expressed the fact that a more realistic practice should be followed namely: that the student should be given his notebook

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at the end of the course with a set of instructions as to the security handling of the material. In each case the student would sign and return to the Office of Training a security agreement in which he accepted responsibility in the handling of the notebook in accordance with the security instructions. A copy of his agreement and the instructions would be placed in the student notebook to serve as a reminder as to the limitations of its use by him. [REDACTED] cautioned that such notebooks should never contain information regarding the examination questions since these patterns were fairly fixed and should such information become known to prospective students inaccurate student evaluations would result. There being no other firm and substantial objections to the proposal, the Director of Training indicated that he and the Deputy Director of Training would make the final decision and notify all concerned.

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6. Circulation of External Training Notices:

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Mr. [REDACTED] pointed out that Office of Training personnel below the level of staff and division chiefs were probably the least informed of all personnel in the Agency with regard to courses offered by the Office of Training. It was generally agreed that each staff and division would indicate its requirements for such notices and sufficient copies would be sent in order that appropriate distribution of such notices be made. Mr. [REDACTED] volunteered to put this decision into effect.

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7. OTR Career Designations:

Mr. [REDACTED] DD/P, finds it unnecessary for OTR career designees being rotated either permanently or temporarily to duty in DD/P ~~are not required~~ to change their current designation from TR to FI, PP, or PM. Mr. Baird pointed out that advantages would accrue TR designees if they retain their original career designation, citing that the Office of Training will come to the assistance of its personnel who, for one reason or another, fail to get the assignments they were sent to DD/P to fill. The point was raised that the Agency encourages the holding of more than one career qualification, such as TR, FI, etc., and that the regulation governing the career service of the Agency spells out in detail how this system works. All hands were enjoined to pass this word to their personnel and to encourage them to retain their TR career designation.

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A G E N D A

OTR STAFF MEETING

T u e s d a y
14 Sep 54

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|-------|---|------------|-------|
| 25X1A | 1. Lesson Plans | [REDACTED] | |
| 25X1A | 2. Incentive Awards Committee | [REDACTED] | |
| 25X1A | 3. Student Notebooks | [REDACTED] | |
| 25X1A | 4. Circulation of External Training Notices | [REDACTED] | |
| 25X1A | 5. <i>OTR Career Designations</i> | [REDACTED] | |
| 25X1A | 6. [REDACTED] <i>Training Requirements</i> | [REDACTED] | 25X1A |

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D R A F T

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OFFICE OF TRAINING REGULATION No. 25-6

SUBJECT: Lesson Plans

1. POLICY

It is the policy of the Office of Training to maintain a current file of lesson plans of all courses offered, to provide:

- a. A continuous picture of the development of the course.
- b. A ready reference for OTR headquarters staff personnel.
- c. A reference to be used in connection with servicing requests for training materials for the field.
- d. A basic file from which agent material may be developed later.

2. RESPONSIBILITIES

- a. Individual instructors are responsible for preparing lesson plans on the material which they are presenting in courses.
- b. Heads of Training Schools are responsible for reviewing and recommending approval of lesson plans for all courses under their jurisdiction.
- c. The Instructional Services Staff is responsible for maintaining a file of lesson plans and for providing copies to fill requests from the field.

3. PROCEDURE:

a. Instructors will adhere to the following form in preparing lesson plans:

- (1) A statement of the purpose and the scope of the lesson.
- (2) A sentence outline of the content of the lesson.
- (3) A narrative treatment of the lesson. For lectures, this will be a verbatim transcript of the lecture as delivered. For a film, it will indicate the reason for selection, relation to the course as a whole, introductory remarks by the instructor, and points to be brought out in the critique. For seminars, critiques, and similar units of instruction, there will be a detailed statement of the specific method of treating the principal points.
- (4) Copies of all material given to the students for study.
- (5) Photographs of all charts or training aids used, with indication when and where they are used in the presentation.
- (6) A bibliography of source material, if any, on which the presentation was built and to which the student may refer for further study.
- (7) For problems, exercises, and other practical work, an outline of the problem, the manner in which it is treated, the points made, and an indication of

what the student should derive from it.

b. One copy of each lesson plan will be forwarded, after review and approval by the Head of the Training School, to ISS/OTR. Each lesson plan will carry a cover sheet indicating the date of completion, name of the person preparing the lesson plan, and the name of the course in which it is used.

c. ISS/OTR will maintain a complete file of lesson plans, one copy each, for reference. It will arrange for reproduction of lesson plans approved for transmittal to the field.

MATTHEW BAIRD
Director of Training